

Treasurer

Information Pack

August 2026



Welcome to North Kent Mind

We are North Kent Mind, a local mental health charity. We are independent, affiliated to (but not funded by) national Mind. A collaborative organisation, providing a range of services and projects that support recovery from mental health problems and promote positive mental health across our diverse communities.

We directly support people on their recovery journeys — and connect with many more via our activities. We value the skills, talent, and experiences that everyone brings to North Kent Mind, and co-production plays a key part in everything we do.

Vision, Mission, and Goals

Our vision is that we won't give up until everyone experiencing a mental health challenge gets both support and respect. We work in partnership with people on their journey to recovery.

Our mission is to support and provide quality mental health services which empower local people, and future generations, supporting their recovery and building their resilience, while advocating and promoting good practices locally.



North Kent Mind's Goals Are:

Staying well: We support people likely to develop mental health problems, to stay well.

Empowering choice: We empower people who experience a mental health problem to make informed choices about how they live and recover.

Improving services and support: We ensure people get the right services and support at the right time to help their recovery and enable them to live well and thrive with their mental health problem.

Enabling social participation: We open the doors to people with experience of mental health challenges participating fully in society.

Removing inequality of opportunity: We work to gain equality of support for people who experience both mental health and other forms of discrimination.

Organisational excellence: We make the most of our assets by building a culture of excellence.

To meet these goals we provide direct services including, a wide range of Adult Support Services (in groups or individually), Affordable and Fast Track Counselling, Employment Support, Housing Support Services, Crisis Support, and Children and Young Person's Support.

There are many ways we get involved in our local community:

Campaigning in response to local and national concerns.

Provide mental health education through training.

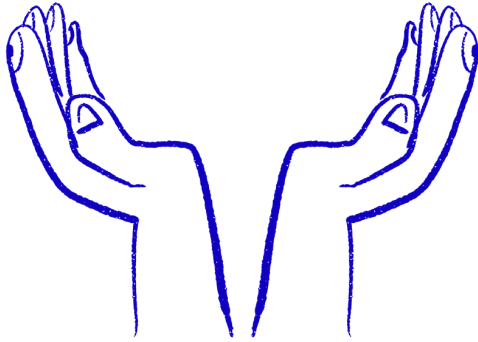
Work in collaboration with others.

Embed co-production with people with lived experience.

Develop our work in response to changing needs.



Our Values



Open

We reach out to anyone
who needs us



Together

We're stronger in
partnerships



Responsive

We listen, we act



Independent

We speak out fearlessly

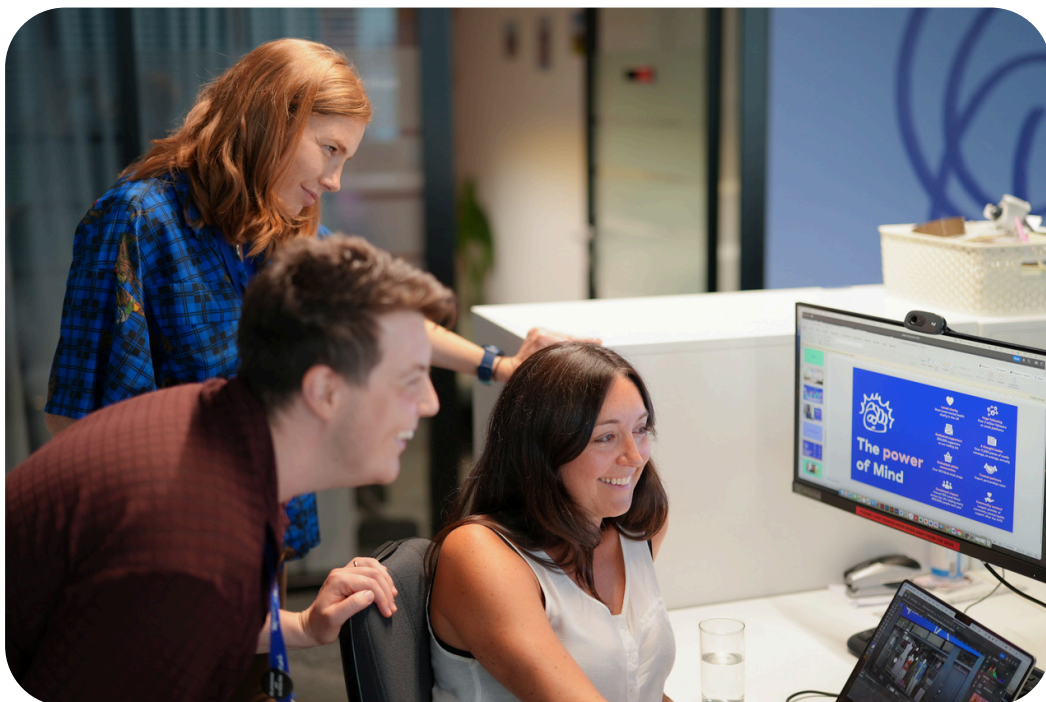


Unstoppable

We never give up

Our Strategic Goals 2024 - 2027

- Ensure organisational sustainability through diverse funding streams.
- Deliver mental health services that meet the needs of a diverse local population.
- Reduce health inequalities.
- Prioritise staff wellbeing and the working environment.
- Strengthen collaboration and partnership working.
- Improve our infrastructure; digital transformation, back office support, and buildings.



Our Services At North Kent Mind

We deliver a wide range of mental health and wellbeing support across North Kent and Medway. We are also strategic leads for some Kent-wide and Medway Services.

Children and Young Persons Services

- Medway Thereapeutic Alliance
- Growing Minds
- G.L.O.W Service
- School Services



Adult Support Services

- Individual Support Services
- Recovery Drop-In Groups
- Men's Group
- Coping With Life Courses
- Moving Forward
- Employment Support



Counselling and Therapy Services

- Affordable Counselling
- Fast Track Counselling



Supported Housing Services

- Supported Housing Projects in Dartford, Gravesham and Swanley
- Housing First in Medway
- Heal House, Supported Accommodation



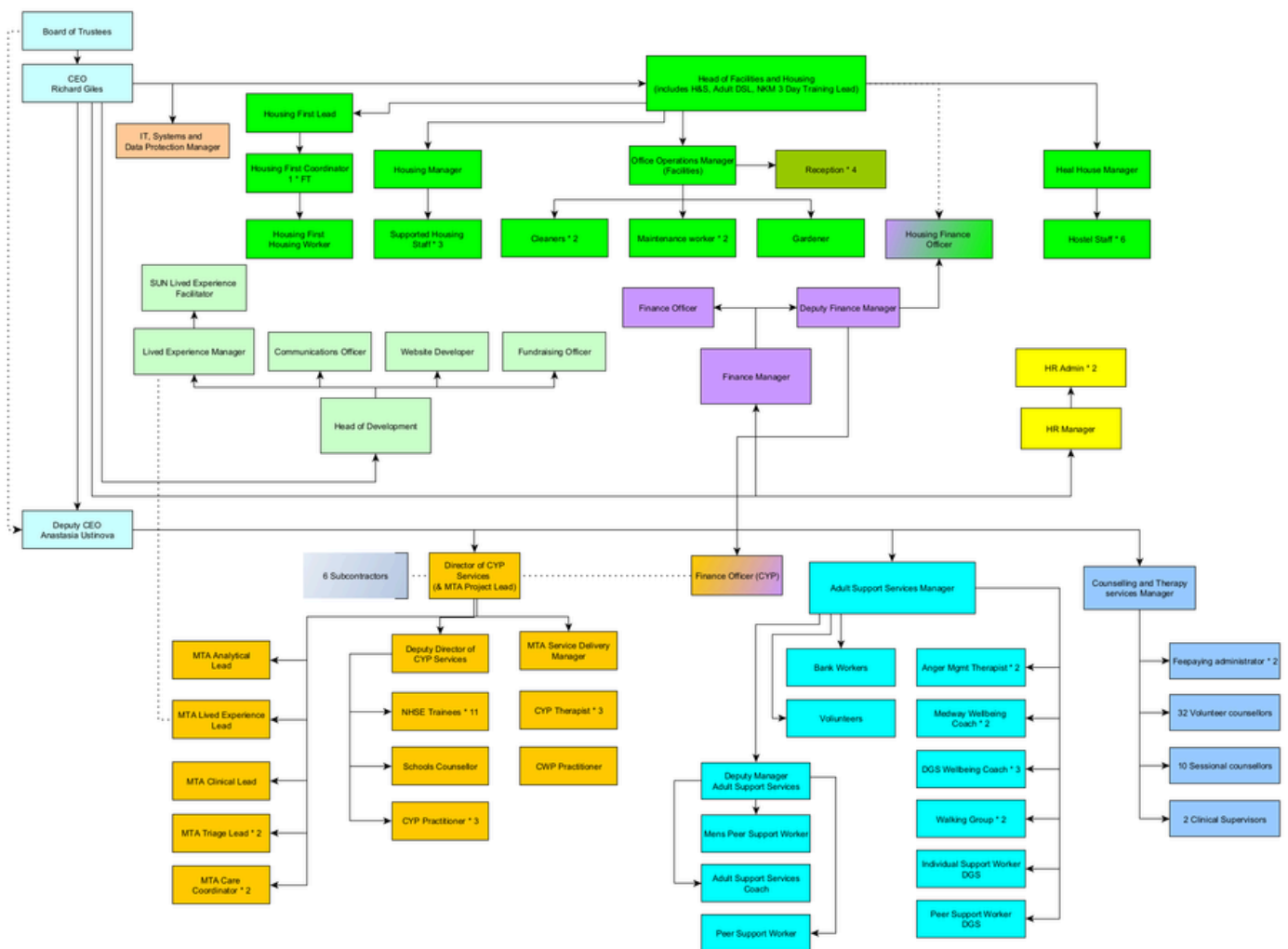
SUN Project

The Service User Network delivers a free and easy access peer support group that supports adults experiencing difficulties with complex emotions often associated with a personality disorder



Our Team and Our Trustees

Comprises of 11 Trustees, all of whom bring a range of different skills and experiences which contribute to our work. We currently have a team of around 100 staff and more than 40 volunteers,



The Role of the Treasurer

Trustees are volunteers who play a vital role in helping us achieve our strategic priorities and meet the needs of the communities we serve. They attend board meetings every two months, as well as provide strategic direction, scrutiny and key decision-making to ensure the charity delivers its objectives.

The Treasurer provides strategic financial leadership to the Board of Trustees, helping to ensure the charity remains financially resilient, well governed and able to deliver its mission.

The Treasurer also leads the Finance Sub-Committee, which meets every two months, and the Investment Committee which meets intermittently (mainly via email discussion).

The Treasurer brings financial expertise to support collective decision-making, advise on financial matters and oversee the charity's financial viability. This is an unpaid voluntary role, although reasonable expenses, such as travel costs, will be reimbursed.



Key Responsibilities

We are looking for someone who can bring sound judgement, curiosity, commitment and a collaborative approach to the Board. The key responsibilities of the role include:

- Ensure the charity fulfils its charitable purposes and delivers meaningful benefit for the communities it supports.
- Support compliance with charity law, company law, regulatory requirements and the charity's governing document.
- Act in the best interests of the charity and contribute to effective collective decision-making.
- Provide oversight of financial resources, controls, budgets, reserves, risks and reporting.
- Use your financial skills and experience to help the charity meet its objectives and remain financially viable.
- Support transparency, accountability and strong governance through clear reporting and constructive challenge.

You are suitable for the role if:

- You make sound judgements and are confident in constructively challenging ideas.
- You build strong relationships with key stakeholders.
- You think creatively and seek practical, effective solutions.
- You are committed, reliable and work well as part of a team.
- You can help define goals, set targets and review performance.
- You support fellow Trustees so that, together, the Board can steer the charity in the right direction.

We are seeking applicants with significant knowledge and expertise in:

- Financial management, accounting or auditing.
- Ideally insight into charity finance, fundraising, or not-for-profit governance.
- Strategic financial planning, reserves management, risk management and management reporting.
- Constructive challenge, financial judgement and making recommendations to a Board.

What will you gain from the role?

You will use your financial expertise to improve mental health services and make a demonstrable impact. In this role, you will also:

- Support work that improves mental health services, raises awareness and promotes understanding.
- Develop leadership, governance and strategic decision-making skills.
- Gain insight into how others work, respond to challenges and make decisions.
- Learn more about the charity sector and effective governance.
- Work as part of a committed team for the benefit of the community.
- Make a clear and positive difference.
- Grow your network and strengthen your professional experience.

Role Overview

This voluntary role provides strategic leadership and oversight of the charity's finances. Working in partnership with the Chair, Board, Chief Executive, and Finance Lead, the Treasurer helps ensure that North Kent Mind's financial planning, governance and strategic direction support the long-term sustainability of the charity.

We are seeking a Treasurer to join the Board of Trustees for an initial three-year term, with the possibility of serving up to three terms. The Treasurer will also be a Trustee and Company Director.

This role is subject to a criminal records check with the Disclosure and Barring Service, as well as checks against the Disqualified Trustees, Disqualified Directors and Insolvency registers.

Specific Duties and Responsibilities

Charity Governance

From a charity governance perspective, the Treasurer helps ensure that:

- The charity has a finance structure that is appropriate to its size, complexity, stage of development and charitable objects.
- Delegated authority is clearly recorded through terms of reference, role descriptions, reporting procedures and other governance documents.
- North Kent Mind's financial dealings are properly accounted for, independently examined or audited as required, and made publicly available where appropriate.
- Financial systems and processes comply with Charity Commission and Companies House requirements.
- Major financial risks are reviewed, and proportionate systems are in place to mitigate them without becoming risk averse.
- Board decisions are made in the charity's long-term interests, and the Board takes collective ownership of those decisions.

Time Commitment

The Treasurer role is varied and requires a regular time commitment, including:

- The charity has a finance structure that is appropriate to its size, complexity, stage of development and charitable objects.
- Delegated authority is clearly recorded through terms of reference, role descriptions, reporting procedures and other governance documents.
- North Kent Mind's financial dealings are properly accounted for, independently examined or audited as required, and made publicly available where appropriate.
- Financial systems and processes comply with Charity Commission and Companies House requirements.
- Major financial risks are reviewed, and proportionate systems are in place to mitigate them without becoming risk averse.
- Board decisions are made in the charity's long-term interests, and the Board takes collective ownership of those decisions.

Who Are We Looking For?

We are looking for a strategic level leader who has a strong interest in mental health and wellbeing.

Ideally, you will have experience of the charity sector and preferably an understanding of the role of the VCSE sector in health and social care.

Applicants should be able to demonstrate, through examples, how they meet the 'Person Specification' criteria either through their paid or voluntary work experience.

We are an equal opportunities employer and welcome applications from all sections of the community.

At North Kent Mind we are proud to foster an inclusive environment based on the idea that every individual, regardless of age, race, disability, gender, religion, sexual orientation, or background feels respected and valued.

Our recruitment process reflects this belief and ensures a confident commitment to a diverse workforce of talented people, who as a collective ensure positive change to the mental health sector.

Person Specification

Knowledge, experience and qualities

- Qualified accountant, or equivalent senior financial experience, with experience preparing and reviewing financial statements.
- Good knowledge of financial controls, budgeting, forecasting and financial management practices relevant to a charity of this size and complexity.
- Strong analytical and evaluation skills, with sound judgement.
- Ability to communicate financial information clearly to Board members and other stakeholders.
- Knowledge and experience of charity finance, fundraising or not-for-profit governance.
- Strong leadership, communication and interpersonal skills.
- Ability to handle challenging or contentious issues in line with North Kent Mind's values.
- Willingness and ability to devote the time and energy needed to fulfil the role.
- Well organised, reliable and collaborative.
- A genuine interest in, and commitment to, mental health and wellbeing.
- Lives and/or works in Kent, or has a strong connection to the area.

Induction, Training, Support, and Benefits

North Kent Mind is keen to support the ongoing development of all our trustees, staff, and volunteers. Our Treasurer and Board of Trustees are provided with regular opportunity to expand their knowledge of the operations of North Kent Mind and the wider Mind Federation. They are also given regular opportunities to attend training relevant to their roles.

The successful applicant will be provided with an induction which includes our mandatory training for trustees. There will also be the opportunity to attend national Mind induction training, and you will have access to Mind network information through our Connecting Minds Resource.

You will work closely with the Chief Executive and Finance Lead to develop an appropriate level of experience and knowledge of the organisation by attending meetings with management team members, and/or visiting services or projects where appropriate.

We also strongly believe in supporting the wellbeing of our staff as well as our services users, which is why becoming a trustee entitles you to a range of benefits. We have enrolled in Health Assured's 'Employee Assistance Programme' to provide free and confidential mental health support to all our staff. You will also be entitled to a Blue Light Card providing a range of discounted pricing on your shopping. Finally, our training opportunities mean that our staff experience personal growth in both role specific and transferrable skills.



Sound Interesting?

To apply, please email your CV, with a covering letter detailing why you feel you would be a good fit for this role, and demonstrating, with evidence, how you meet the criteria described in the Person Specification, to HR@northkentmind.co.uk

Your covering letter should be no more than 760 words. Please quote the role title "Treasurer" and your name in the subject line of the email.

Recruitment process:

- Application Form
- Shortlisting
- Formal Interview by Panel of CEO, existing Treasurer, and Finance Lead

If you would like more information about this role, please contact our HR team at HR@northkentmind.co.uk

To find out more about North Kent Mind, please visit northkentmind.co.uk

